

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

DATE: 4 April 1952

FROM : Acting Personnel Director

SUBJECT: CIA Responsibilities Under Section 1310 (d) of Supplemental Appropriation Act of 1952

OGC Has Reviewed

1. Section 1310 (d) of the Supplemental Appropriations Act of 1952 (P. L. 253) requires each agency to periodically review all of its positions created or placed in a higher grade since September 1, 1950, abolish unnecessary positions and adjust improper classifications or basic pay levels of positions deemed necessary. The act requires each agency to submit by July 31 of each year a report to the Appropriations and Post Office and Civil Service Committees of the House and Senate showing the action taken in conformance to the above requirement.

2. The responsibility of the CIA under this section has been discussed by the Personnel Office and a representative of the General Counsel's Office. We have been apprised that the reporting requirement is not obligatory upon the Agency for security reasons, but compliance with the review procedure is necessary.

3. There is an immediate need, however, for information on what developments have occurred pursuant to the above requirement. Please describe the specific procedures that have been followed and are being followed relative to the provisions cited in paragraph 1. In addition, indicate the frequency of the actions taken and state whether the results of the analysis are made a matter of record in your office.

GEORGE E. MELOON

*Clint -
Pls draft memo to Gen
Counsel to get them in
writing on applicability
1310(d)
B2*